

**RANGE TRAINING OFFICER
COMBAT READINESS TRAINING CENTER (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFMD 12-, 48-, 3-, 26-, 16-, 19-, 21-, and 43-series, and AFI 36-, 71-, and 38-series contain US Air Force and command policy and procedural guidance for the CRTC ACMI OIC work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5, and is the result of a functional review.
- 3. Applicability.** This standard applies to the CRTCs located at Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 20 October 1994.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y=1$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

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OFFICIAL

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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION**Range Training Officer****DIRECT:****1. MANAGEMENT:****1.1. SUPERVISES EMPLOYEE:**

1.1.1. SCHEDULES EMPLOYEE. Schedules personnel and contractor services to meet range user needs. Coordinates operation of the Air Combat Maneuvering Instrumentation (ACMI) work center with the Non-Commissioned Officer In Charge. Participates in hiring procedures for ACMI range and work center positions.

1.1.2. DIRECTS THE PREPARATION OF STANDARD PUBLICATION OR OTHER DIRECTIVE. Reviews draft and signs final copy, directs annual review of base and unit regulation and supplement to higher headquarters' regulation, and reviews other official and technical publication or literature.

1.1.2.1. DIRECTS THE PREPARATION OF REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.

1.1.2.2. DIRECTS THE PREPARATION OF BULLETIN, POLICY LETTER, OR PROCEDURE.

1.1.2.3. DIRECTS THE PREPARATION OF PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.

1.1.2.4. DIRECTS THE PREPARATION OF PERFORMANCE STANDARD OR CHECKLIST.

1.1.3. COUNSELS SUBORDINATE EMPLOYEE. Counsels employee on performance and progress in career development and improvement; counsels and assists individuals with morale, welfare, or disciplinary problems; takes necessary corrective action required to maintain discipline; and responds to grievance when necessary.

1.1.4. COUNSELS ENLISTED MEMBER. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

1.2. DIRECTS WORK CENTER ACTIVITY:

1.2.1. PRIORITIZES WORK. Sets priority for subordinate work center.

1.2.2. COORDINATES ON WORK CENTER OR EMPLOYEE MATTER. Coordinates with supervisor or other unit agency on work center or employee matter.

1.2.3. COORDINATES WITH USER. Coordinates with user, both ANG and other services, to ensure safe and efficient flying training on the ACMI range.

1.2.4. ASSISTS SUBORDINATE WITH TECHNICAL PROBLEM. Assists subordinate in technical preparation of environmental plan, project book, base comprehensive plan, or other applicable document.

1.2.5. PREPARES ACMI SYSTEM PLAN/POLICY. Formulates plan and policy for compliance of the ACMI system with Air National Guard (ANG) and gaining command regulations.

1.2.6. DIRECTS EXERCISE PLANNING. Supervises and coordinates exercise planning as directed by the Range Control Officer (RCO) for use of the ANG ACMI system.

1.2.7. KEEPS WORK CENTER PERSONNEL INFORMED. Informs work center personnel on change affecting work center activity.

1.2.8. INFORMS INDIVIDUAL. Informs individual on changes affecting the individual.

1.2.9. ASSISTS THE RCO IN DIRECTING OPERATION AND TRAINING. Assists in directing and supervising flying training, ACMI console operation, scheduling and reporting of utilization, mission planning and debriefing. Coordinates with operations contractor for mission activities.

1.2.10. COORDINATES WITH SUPPORT FUNCTION. Coordinates with support function for needed services and equipment for supported ANG unit advisors.

1.2.11. EVALUATES CONTRACTOR PERFORMANCE. Evaluates contractor performance in operation and maintenance of the ACMI system for Quality Assurance and as specified in the statement of work and Operation and Maintenance (O&M) contract.

1.2.11.1. UPDATES AND REVIEWS CONTRACTOR STATEMENT OF WORK.

1.2.11.2. DEVELOPS/REVIEWS CHECKLIST OR REPORT. Follows directives of RCO in establishing procedures for the operation of the ACMI range to include directives, operation checklists, and interservice support agreements.

1.2.11.3. REVIEWS AND APPROVES REQUEST FOR MAINTENANCE, SUPPLIES, AND SERVICES.

1.2.11.4. PROVIDES LIAISON BETWEEN CONTRACTOR'S ON-SITE REPRESENTATIVES AND OTHER AGENCIES (SUPPORT AGREEMENTS, SUPPLY, DEPOTS, OPERATIONAL SUPPORT OUTSIDE NORMAL DUTY HOURS).

1.2.11.5. ADMINISTERS PROGRAM. Supervises and directs safety inspection and contractor quality assurance evaluation program.

1.2.12. PARTICIPATES IN MAJCOM ACMI PROGRAM. Prepares for and attends ACMI conference and meeting including ACMI O&M, ACMI system improvement and operation cross-tell, local users conference, quarterly progress meeting with ACMI contracting officer, computer resources working group, CRISP, OSCMP, POD CRLCMP, and Integrated Logistics Support Plan conference.

1.3. MANAGES FUNDS EXPENDITURES:

1.3.1. PREPARES BUDGET/TRAINING PLAN. Formulates budget and training plan for ANG ACMI system improvement.

1.3.2. APPROVES EXPENDITURE OF FUNDS UP TO \$1500. Reviews request for fund expenditure in excess of \$1500 and recommends approval/disapproval to contracting office.

1.3.3. ADMINISTERS MANAGEMENT PROGRAM. Assists the RCO in supervising budget, supply, and equipment management programs.

1.3.4. REVIEWS BUDGET ESTIMATE. Provides direction for subordinate's preparation of budget inputs, reviews justification, reviews budget program goal with financial manager and other supervisors, and responds to follow-on inquiry.

1.3.5. COORDINATES BUDGET PLANNING. Coordinates with National Guard Bureau, United States Air Force, and other Department of Defense agencies in budget planning for the ACMI system as directed by RCO.

1.3.6. ASSESSES REQUIREMENT. Confers with user unit weapons and tactics officer, intelligence officer, squadron commander, and deputy commander for Operations to assess requirements for system capabilities and utilization. Plans and implements necessary actions to acquire needed capability upgrade.

1.4. CONDUCTS AND SUPERVISES EVALUATION AND SURVEILLANCE OF ACMI SYSTEM. Includes land and/or water based tracking instrumentation subsystem towers and equipment, microwave relays, aircraft instrumentation subsystem, control and computation subsystem, display and debriefing subsystem, and support system.

1.5. REVIEWS REPORT. Reviews, schedules action, and files report on equipment status, performance status, deficiencies, and summaries including contractor performance.

1.6. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and required action.

1.7. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

1.8. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on ACMI operations and possible trends that require management action.

1.9. ORIGINATES ROUTINE CORRESPONDENCE. Reviews associated material, approves draft correspondence, and signs final correspondence.

1.9.1. PREPARES TECHNICAL PAPER OR REPORT.

1.9.2. PREPARES POINT, BACKGROUND, OR TALKING PAPER.

1.10. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report, reviews statistical data for impact on work center status, and identifies possible trends that require management attention.

1.11. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, or fire hazard, or equipment conditions that require attention; signs report and forwards to proper agency.

1.12. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor and assists in accomplishing task.

1.13. HOSTS MEETING, CONFERENCE, OR HIGHER HEADQUARTERS' VISIT.

2. MANPOWER AND PERSONNEL LISTING:

2.1. REVIEWS MANPOWER INFORMATION. Receives, reviews, and verifies information pertaining to personnel action and/or manpower authorization.

2.2. UPDATES LISTING. Determines change and approves update.

3. SUPERVISES OVERALL SYSTEM UTILIZATION INCLUDING TRAINING FOR ASSIGNED PERSONNEL, TEMPORARY DUTY ORDERS, AND TENANT UNIT PERSONNEL:

3.1. TRAINS ACMI SYSTEM OPERATOR AND SUPPORT PERSONNEL.

3.2. EVALUATES SYSTEM PERFORMANCE. Recommends changes to computer and system hardware, software, procedures, publications and range configuration, and physical design to improve training.

3.3. FORMULATES TRAINING. Plans for, implements, and supervises training for flying operation on the ACMI system, as directed by the RCO.

4. TRAVEL. Performs temporary duty travel to accomplish official job-oriented duty.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Range Training Officer/4701TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Special Ops Pilot, General Fighter Navigator	11S3Y 12F3/1	AGR	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											